

City of Chattanooga, TN
Personnel Class Specification

Class code 0020

FLSA: Exempt

CLASSIFICATION TITLE: STAFF ATTORNEY

PURPOSE OF CLASSIFICATION

The purpose of this classification is to provide legal counsel to the Air Pollution Control Bureau in its permitting and enforcement procedures, to represent the Bureau in prosecuting industry violations, and to advise the Bureau and county officials on environmental matters and various legal issues relating to local government operations.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.

Tracks industry developments to monitor compliance with air control laws; duties include coordinating investigations with subordinate staff, reviewing field observation reports, reviewing pollution complaints, creating docket files, preparing evidence, and drafting notices of violations.

Presents case violations to Director; assists in developing enforcement plans; prepares legal reports and staff recommendations; presents report to Air Pollution Control Board; prepares legal documents to resolve alleged violations.

Drafts regulatory proposals for the county; coordinates the review and input from county department and outside counsel.

Monitors status of cases for filing of legal papers and payment of civil penalties.

Drafts revisions to local ordinances pertaining to the enforcement of air pollution control laws and other environmental laws.

Reviews and edits air pollution control permits to ensure compliance with applicable ordinances, laws and regulations.

Reviews the Federal Register for changes to federal regulations relating to the Clean Air Act and other environmental laws.

Provides legal services to the county by preparing resolutions, ordinances, contracts and other legal documents; responds to questions and inquiries from county officials and staff regarding the interpretation of ordinances and laws.

Provides legal counsel to the Bureau and local governments regarding the Americans With Disabilities Act, the Drugfree Workplace Act, Fair Labor Standards Act and other laws relating to personnel administration in the public sector.

Advises local government officials, Board members, the Bureau Director, permittees, industry and citizen groups, and the general public regarding environmental laws and policies.

Confers with the Environmental Protection Agency, various state agencies, state legislators, and others regarding regulatory proposals, case violations, and various legal matters.

Conducts public hearings and coordinates public comment period.

Responds orally and in writing to complaints, public comments and inquiries from the general public.

Reviews local ordinances, state codes, federal laws and statutes, and the US Constitution to resolve legal issues.

Prepares correspondence, memos, briefings, management reports, and other documents.

Coordinates filing of legal advertisements with County Clerk, newspapers and others.

Serves as custodian for ordinances, Board minutes, docket files and other legal documents.

ADDITIONAL FUNCTIONS

Performs management duties in absence of Bureau Director and other assigned staff.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Juris Doctorate required; supplemented by one (1) to two (2) years previous experience and/or training involving regulatory law in the public sector; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must be a member in good standing with the Tennessee State Bar Association.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

Human Interaction: Requires the ability to function in a managerial capacity for a division or organizational unit. Includes the ability to make decisions on procedural and technical levels.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize consulting and advisory data and information, as well as reference, descriptive and/or design data and information as applicable.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of logical or synthesis functions; to deal with several concrete and abstract variables; and to analyze major problems that require complex planning for interrelated activities that can span one or several work units.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the direction, control and planning of an entire program or set of programs.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate sounds, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

Chattanooga, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.